



# Office of the City Clerk

Weekly Report – for Week Ending August 29, 2014

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### City Primary/General 2015 Elections:

Staff is preparing supply purchase orders and developing supply specifications for Request for Quotes (RFQ) items.

The Division began recruiting as-needed employees for the 2015 Municipal Elections on June 9, 2014. As of today, there have been 729 applicants.

### August 12, 2014 LAUSD, Board District 1 Runoff Election:

All election supplies borrowed from the County of Los Angeles have been returned.

Election Division held an “In-Office Summer Picnic” on August 28 to thank everyone for their excellent work on the LAUSD, Board District 1 Runoff Election.

### Neighborhood Council Elections:

Staff continue to finalize action items for the Neighborhood Councils including processing California Public Records Act (CPRA) requests, finalization of the 2014 Election After-Action Report and the destruction of obsolete Neighborhood Council Election supplies.

**Legislative Training** - Training on the Council File Management System and general Council related training was provided to Council District 3 and Council District 5.

**Council and Public Services Website** - Staff met with the Systems Division to discuss web page changes as part of improving the customer experience.

**E-Signatures** - Staff attended an Adobe E-signature seminar on August 26 to gather information on electronic signature solutions.

**Novus Agenda Management System - Electronic Submissions from Departments** – The pilot with departments continues with participants submitting documents to the Clerk’s office as of August 18. The Department of Neighborhood Empowerment has been added to the pilot.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	11
Number of Notices Publications	20
Number of Contracts Attested	33
Number of Council Files Created	69
Number of Claims Received	97
Number of Referrals	63
Number of Council Meetings	6
Number of Committee Meetings	12

**Special Board of Referred Powers** - A special meeting was held to consider Unfair Employment Relations Practice (UERP) regarding the Mayor’s appointment process to the Employee Relations Board (ERB).

## TOP ITEMS

- ***Preparations and hiring for the 2015 Elections continues***
- ***Granicus Audio Streaming Encoder Failure in Rm. 1010***
- ***Appointment of Executive Officer***
- ***Pilot Project for Receiving Electronic Submissions from Departments continues***
- ***City Records Offsite Storage RFP Responses being evaluated***



# Office of the City Clerk

Weekly Report – for Week Ending August 29, 2014

## **Neighborhood and Business Improvement Districts:**

Staff met with the Senior Advisor on Livability for the City of Los Angeles to discuss the role that business improvement districts play in the City's livability and steps necessary to continue their assistance. A meeting was also conducted with the consultant for the Panorama City Business Improvement District renewal.

Staff received the fifth draft of the Sherman Oaks Business Improvement District's Management District Plan and Engineer's reports for review. Staff reviewed changes required for the Gateway to LA Business Improvement District renewal.

Changes were submitted to the County for the delinquent assessments from the hand billed invoices for property-based business improvement districts.

**Business Improvement Districts Annual Planning Reports Status** - 2 of 27 reports await revisions.

**City Records Offsite Storage Contract** – Five responses were received to our RFP for a commercial records storage provider. We have begun the process of evaluating the responses.

**Microfilm Conversion** - We have resumed the conversion of microfilm to a digital format. The vendor converted 7 reels this week. This combined with the 41 reels converted previously towards this fiscal year goal of 213 reels represents 22% of our annual goal. Combined with the 213 reels converted as last fiscal year's project we are 31% completed with the total project to make all of the City Council minutes from 1850 through 1979 available on line.

**Fiscal** - Staff commenced work on the FY13/14 GAAP Conversion report that identifies expenditure and revenue accruals to be used in preparing the City's Comprehensive Annual Financial Report (CAFR).

**Environmentally Preferred Products (EPP)** - Fiscal staff completed the annual report on use of EPP. Two pilot programs were identified related to the use of reusable biodegradable plastic zip lock bags instead of cardboard boxes for elections supplies, and the introduction of reusable foldable voting kiosks. Anticipated savings for FY 14/15 are \$34,856.

**AB1290/Council** - Staff received four (4) AB 1290 allocation requests, has four (4) payments and two (2) contracts in process, and is working on six (6) close outs of expired contracts.

**General City Purposes** - Staff received 18 GCP allocation requests, processed 11 invoices for payment, and executed 1 new contract.

**Personnel** - Staff attended training for the new Neo Gov certification system, provided FML orientation for one Mayoral employee, addressed several salary inquiries, and prepared salary and hire date reports for several Council Offices.

**Personnel - Executive Officer Appointment** - Gregory R. Allison was appointed as the City Clerk Executive Officer.

## **ISSUES**

**Granicus Committee Meeting Audio Streaming** - The Audio Encoder which broadcasts the live stream of the meeting on the internet failed in Room 1010. Two committee meetings were impacted. The encoder is in the process of being replaced. Manual uploads of the audio recordings to the website are in progress.

## **UPCOMING . . .**

**City Council Recess** - September 3-5 for the National League of Cities Conference in Los Angeles, and also September 2<sup>nd</sup>.